

PROCUREMENT FUNDAMENTALS



Hampton
VIRGINIA

City of Hampton Procurement Dept

March 2012

Procurement Month



MISSION

To meet **YOUR** needs
in obtaining
Quality Goods & Services
at reasonable cost



GOALS

To provide maximum return on the City and HCS expenditures

To ensure all awards are made fairly and in compliance with VPPA

Using techniques resulting in efficient & economical purchases

PRINCIPLES

All procurement procedures must be conducted:

In a fair and impartial manner

Competition must be sought to the maximum feasible degree

Rules governing contract awards must be made clear in advance of the competition

Specifications reflect the needs of the City rather than to favor a particular vendor

THE VIRGINIA PUBLIC PROCUREMENT ACT (VPPA)

- ✦ The VPPA permits the City Council to accomplish procurement activities in accordance with the VPPA or with alternative policies approved by the Council.

SMALL PURCHASES AUTHORITY

**The Chief Procurement Officer or Designee
may permit purchases up to \$9,999.99
to be made by persons other than the
Procurement Department.**

EXERCISING PROCUREMENT AUTHORITY

BASIC DO'S:

- **Seek competition**
- **Follow competitive procurement practices**
- **Comply with the minority and women owned business requirements**
- **Fully document your purchases**
- **Place orders directly with the vendors**
- **Submit directly to Finance the vendor's invoice with your purchase order number**
- **Use the price agreement contracts for purchases**

EXERCISING PROCUREMENT AUTHORITY

BASIC DON'TS:

DO NOT use your Procurement Authority
to circumvent standard
policies and procedures or fragment orders
(splitting orders so that each is
less than \$9,999.99)

EXERCISING PROCUREMENT AUTHORITY

BASIC DON'TS:

DO NOT use your Procurement Authority
to purchase IT Goods and Services

**The Chief Procurement Officer reserves
the right to rescind delegate
Procurement Authority if it is abused.**

IT HARDWARE / SOFTWARE PURCHASES

IT has the responsibility and authority for managing the processes associated with:

-  **Design**
-  **Acquisition**
-  **Installation**
-  **Maintenance**
-  **Security**
-  **Retirement of City-owned Computers**

FIVE METHODS OF PROCUREMENT

1. Small Purchases

2. Competitive Sealed Bids

3. Competitive Negotiations

4. Sole Source

5. Emergency Purchases

CYCLE





General Flow from Cradle (identification of need) to Grave (disposal of surplus)

Using Agency:

-  **Recognized need for Goods/Services**
-  **Ensures adequate funds are budgeted**
-  **Develops Specifications**
-  **Submits a requisition to Purchasing**

CYCLE (Con't)

Procurement Division:

-  **Reviews Specifications for completeness and accuracy**
-  **Determines the Procurement Method**
-  **Solicits Quotations, Bids or Proposals and makes an Award**
-  **Issues Purchase Orders or Contracts**

CYCLE (Con't)

Using Agency:

- ✚ **Administers the Contract**
- ✚ **Ensures Vendor possesses required permits, licenses, bonds and insurance**
- ✚ **Determines when an asset is no longer of use or value**
- ✚ **Initiates the asset disposition**

Purchasing Division:

- ✚ Re-allocates or disposes of surplus, salvage or scrap assets

SURPLUS PROPERTY DISPOSAL

There are Three (3) Methods of Disposal:

Hampton City Code, Sec 2-338 applies

**1. Absolute Public Auction -
Auction off everything to highest bidder**

**2. Advertised “Sealed” Bid Request –
Mail Out Bids**

**3. Full Time Law Enforcement Officer –
With 20 yrs of service, Officer can purchase
Hand gun for \$1.00 after retirement**

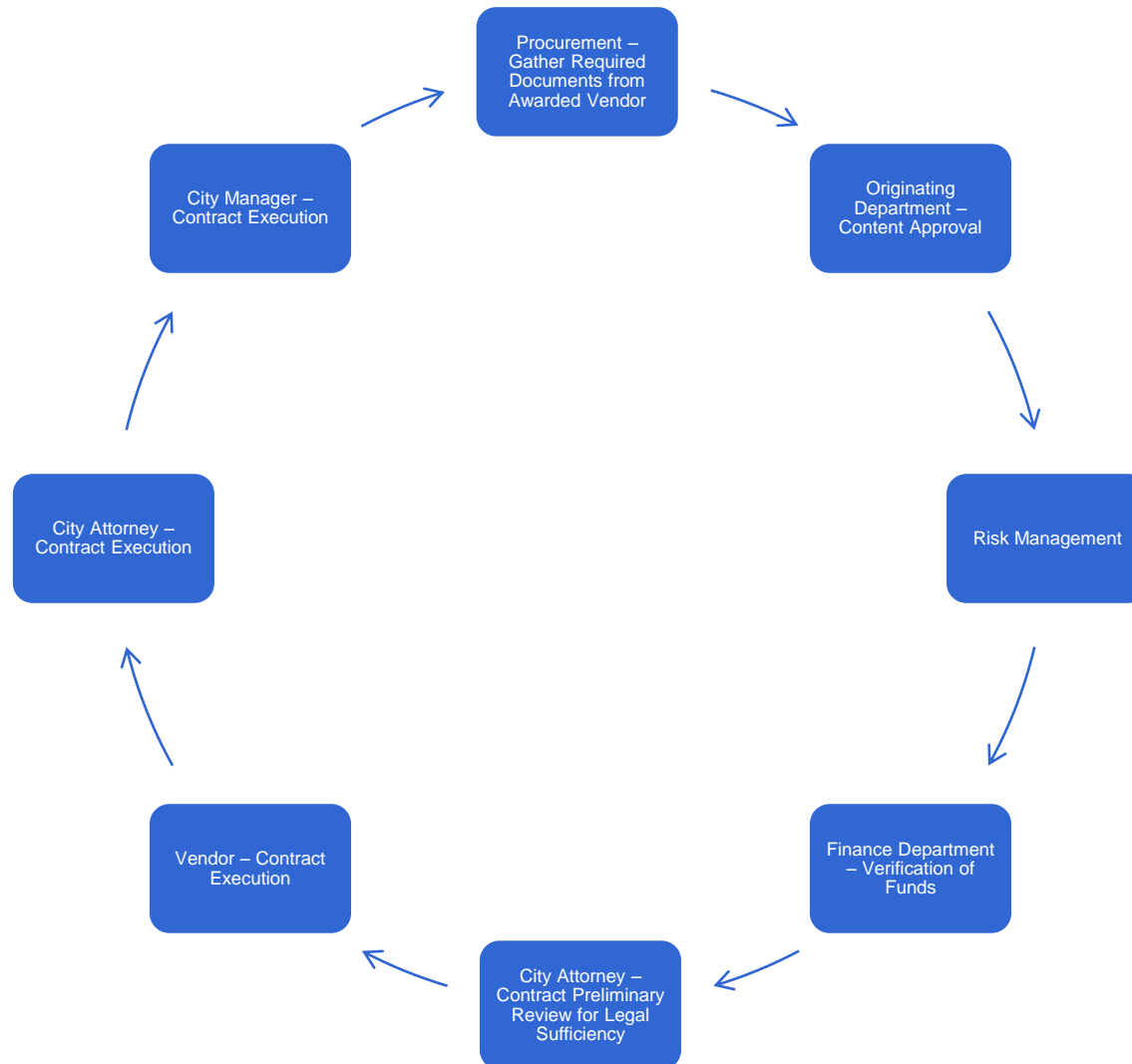
SURPLUS PROPERTY DISPOSAL (Con't)

Procurement needs the following info:

- + Photo of item(s) to be sold**
- + Brief description of the item(s)**
- + Condition of the Property
(poor, fair, good, etc.)**
- + Minimum asking price or reserve**
- + Advertise time – 1 week or more**

Always try to offer Excess/Surplus Property Internally

Contract Execution Cycle



Insurance

What ?

When ?

Where ?

How ?



TRAINING

The Basic Procurement Training Course is a pre-requisite to allow NWS.Net (New World System) access and increase delegated Procurement Authority.



TRAINING

Processing Requisitions & Change Orders

PROCUREMENT ORGANIZATION

Doris McRae, CPPB 72206
Procurement Manager

Yolanda Powell 72197
Admin Assistant

Mindy Wiley 72200
Customer Service Specialist

Senior Buyer

Professional Services, Complex Hardware and Software
Printing and Binding Services

Nevador Evans, CPPB, Buyer 72196

Vehicles and Heavy Equipment
Maintenance Supplies and Equipment
Seasonal Special Services, Supplies and Equipment
Back up for Construction Services & Surplus

Tammy Martin, Associate Buyer 72205

Office Supplies and Furniture
Food Products, Art Supplies, Advertising
IT Equipment and Supplies, Procurement Training

Octavia Andrew, CPPB 72201

Senior Buyer

Construction Services
Medical Services and Supplies
Fire/Public Safety Equipment

Carol Evans, Buyer 72204

Minor Construction Services
Fire/Public Safety Equipment
Copiers, Surplus
Procurement Training

PROCUREMENT DEPARTMENT

We're located:

1 Franklin Street, Suite 345

Hampton, VA 23669

Tel: (757) 727-2200

Fax: (757) 727-2207

Email: bids@hampton.gov

Business Hours: 8:00 a.m. to 4:30 p.m.

Monday – Friday, excluding holidays



IT'S Q & A TIME!